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## Office Memorandum • UNITED STATES GOVERNMENT

TO : All

All D/GP Personnel

DATE:

19 March 1958

FROM :

Deputy Chief, D/GP

SUBJECT:

Trip Reports to the AD/RR

When preparing trip reports addressed to the AD/RR in which recommendations are made, please make a statement similar to the following at the end of the report: Items of recommendation referred to above are being considered in this division and action by the Assistant Director is not requested.

Co. s. S.